

ASHANTI REGIONAL CO-ORDINATING COUNCIL

ANNUAL WORKPLAN FOR 2023

NO	ACTIVITY	QUARTERLY TIME SCHEDULE				INDICATIVE BUDGET	FUNDING SOURCE	IMPLEMENTING AGENCIES	
		1	2	3	4			LEAD	COLLABORATING
1	Organise RCC meetings					400,000.00	DACF	Central Admin	
2	Organise REGSEC meetings					215,000.00	DACF	Central Admin	
3	Organise Management meetings					CODE	GoG	Central Admin	
4	Organise Heads of Departments meetings					20,000.00	GoG	Central Admin	
5	Organise quarterly meetings with MMDCEs					50,000.00	MMDAs	Central Admin	
6	Organise quarterly meetings with MMDPMs					50,000.00	DACF / MMDAs	Central Admin	
7	Organise quarterly meetings with MMDCDs					32,000.00	MMDAs	Central Admin	
8	Organise SCGBAP meetings					500,000.00	Zoomlion Gh. Ltd	Central Admin	Zoomlion Gh. Ltd
9	Organise quarterly Regional Spatial Planning Committee Meeting					40,000.00	DACF	Central Admin.	
10	Organise Breakfast Prayer meetings with the Churches					60,000.00	DACF	Central Admin	KCCC
11	Organise Independence Day celebration					80,000.00	DACF	Central Admin	4BN, GES
12	Organise Remembrance Day celebration					30,000.00	DACF	Central Admin	4BN
13	Visit of GAFSCS students					12,000.00	DACF	Central Admin	4BN
14	Organise Farmers Day Celebrations					50,000.00	DACF	Central Admin	Dept of Agric
15	Provide Support for Muslim Celebrations					40,000.00	DACF	Central Admin	
16	Christmas Protocols					100,000.00	DACF	Central Admin	
17	Organise quarterly meetings with VCs of all Universities in the Region					50,000.00	DACF/GOG	Central Admin	
18	Organise quarterly meetings of National Engineering Co-ordinating Team (NECT)					40,000.00	DACF/GOG/DUR	Central Admin	
19	Organise quarterly meetings with Business Trade Unions					20,000.00	DACF/GOG	Central Admin	
20	Attendance to training workshops and seminars					120,000.00	DACF	Central Admin	Donors
	Sub Total					1,909,000.00			
	RECORDS								
21	Train Records staff on the new Records Management Manual (13 staff)					700.00	DACF	Records	R.C.C

22	Train ARCC Heads/Selected Secretaries on the New Records Management Manual (24 staff)					1,500.00	DACF	Records	R.C.C
23	Closing of all Current Files at the Two Records Office/Opening of New Files					5,000.00	DACF	Records	R.C.C
24	Upgrading of Electronic Records Management Software					6,000.00	DACF	IT	R.C.C
25	Undertake Daily Dispatch of Letters					15,000.00	DACF	Records	R.C.C
26	Purchase of Materials for Closed Files					1,000.00	DACF	Records	R.C.C
Sub Total						29,200.00			
Budget Unit									
27	Regional Integrated Budget Committee Meeting					20,000.00	GoG	RCC	
28	Preparation of Quarterly financial Reports					2,000.00	GoG	RCC	MMDAs
29	Composite Budget Monitoring					5,000.00	GoG	MoF	RCC
30	MMDAs Midyear Budget Review					20,000.00	MMDAs	RCC	
31	2024 Regional Integrated Budget Preparation					20,000.00	GoG	RCC	
32	Regional Composite Budget Hearing					50,000.00	MMDAs	MoF	RCC
Sub Total						117,000.00			
Internal Audit Unit									
33	Undertake DACF, Cash Management and Pre-Auditing of Payment Vouchers					-	DACF		
34	Undertake Procurement Audit					1,500.00	DACF	ARCC / IAU	
35	Undertake Human Resource and monthly auditing of ESPV Payroll Audit					2,000.00	DACF	ARCC / IAU	
36	Undertake Audit of Outstandings, Borrowings, Loans, Advances and Recoverable Indebtedness					1,000.00	DACF	ARCC / IAU	
37	Carry out Fuel and Transport audit					500.00	DACF	ARCC / IAU	
38	Undertake audit of Assets and property protection					3,000.00	DACF	ARCC / IAU	
39	Undertake Stores and Inventory Audit					2,500.00	DACF	ARCC / IAU	
40	Undertake Donor Funds Audit					1,000.00	DACF	ARCC / IAU	
41	Undertake compliance and Implementation of Enterprise Risk Management					1,500.00	DACF	ARCC / IAU	
42	Undertake compliance with expenditure rationalization and revenue enhancement measures announced by Government					1,500.00		ARCC / IAU	
43	Follow up on the audit recommendations including reviewing of audit committee reports and actions taken Carry out monitoring visits to MMDAs					30,000.00	DACF	ARCC / IAU	
44	Auditing of Disability Funds of GIZ partner MMDA's in collaboration with the Internal Auditors of the MMDA's					5,000.00	DACF	ARCC / IAU	

45	Undertake auditing of implementation of the approved 2023 Budget					5,000.00			
46	Carry out Special Assignment & Investigations on audit issues					7,000.00	DACF	ARCC / IAU	
	Sub Total					61,500.00			
	Human Resource Department								
47	TRAININGS								
48	i. Training for Internal Auditors and MMDCDs in Ashanti Region					15,000.00	GOG / DACF	HR	Consultant
49	ii. Training for Admin. Officers (Report writing, minute writing, memo writing and principles of mgt.					15,000.00	GOG / DACF	HR	Consultant
50	iv. Orientation workshop for newly recruited staff					42,000.00	MMDAs	HR	Consultant DVLA /NRSA
51	vi. Training for HR Managers on MS Applied Excel and Access Program					15,000.00	GOG / DACF	HR	Consultant
52	vii. Training for Agricultural Officers					15,000.00	GOG / DACF	HR	RCC
53	STAFF DURBAR					25,000.00	GOG / DACF	HR	RCC
54	i. Package for Retiree(1 Officer)					5,000.00	GOG / DACF	HR	RCC
55	ii. Awards for Hardworking staff					10,000.00	GOG / DACF	HR	RCC
56	MONITORING(Performance Contract) Mid year and End of year					20,000.00	GOG / DACF	HR	RCC
57	Monthly and Quartely Submissions					5,000.00	GOG / DACF	HR	RCC
58	i. Monthly ESPV Validation(Data)					400.00	GOG / DACF	HR	RCC
59	ii. Monthly HRMIS						GOG / DACF	HR	RCC
60	iii. Retirement Register						GOG / DACF	HR	RCC
61	iv. Promotion Documents					5,000.00	GOG / DACF	HR	RCC
62	v. Capacity Building Reports						GOG / DACF	HR	RCC
	Sub Total					172,400.00			
	WORKS DEPARTMENT								
63	Infrastructural Management								
64	Rehabilitation of Residential Buildings at the Residency (Presidential Lodge, Osei Tutu and Yaa Asantewaa Lodges)					942,924.00	GoG	Chief Director	Works Dept./PWD/ Procurement Officer
65	Rehabilitation of ARCC Administration Block					150,000.00	DACF	Chief Director	Works Dept./AESL/ Procurement Officer
66	Completion Chief Director's Bungalow					50,000.00	DACF	Chief Director	Works Dept./ Procurement Officer
67	Construction of new administration Block						GOG	Works Dept	Procurement Unit

68	Replacement of Fittings and Fixtures for Office and Residential Buildings					50,000.00	DACF	Works Dept.	Procurement Officer
69	Construction of warehouse for Stores at ARCC							Works Dept.	Procurement Officer
70	Reconstruction of broken fence wall at the Residency					150,000.00	DACF	Works Dept.	Procurement Officer
71	Office equipment								
72	Ensure servicing of Generating Plants					150,000.00	DACF	Works Dept.	Procurement Unit
73	Ensure Servicing of Air Conditioners in Offices and Bungalows					20,000.00	DACF	Procurement Unit / Works Dept.	Prison Service/ Transport Unit/Zoom Lion/Park
74	Ensure servicing of Fire Extinguishers and purchase of smoke detectors					20,000.00	DACF	Works Dept	Procurement Unit/Prison Service/ Zoom Lion/Parks &
75	Sanitation/Hygiene								
76	Procure mower blade and slasher for tractor weedicides, knapsack spraying machine and clearing of weeds					50,000.00	DACF	Works Dpt	Procurement officer/ Prison Service/Parks &
77	Ensure purchase of cleaning implements/detergent					61,865.60	DACF	Procurement officer/Works Dept	Prison Service/ Zoom Lion/Parks & Gardens/KMA
78	Payment of Utility Bills								
79	Payment of Water Bills					80,000.00	DACF	Accounts	Works Dept
80	Payment of Power					80,000.00	DACF	Accounts	Works Dept
81	Supply of Fuel to Power 2 Plants And 2 Mower					-		Works Dept/ Transport Officer	
82	Purchase of security and artisanal tools and equipment					10,000.00	DACF	Works Dept	
	Sub Total					1,814,789.60			
	TRANSPORT UNIT								
83	Maintenance of Official Vehicles					180,690.00	DACF	Transport	R.C.C
84	Vehicle/Motor Bike Fuel Allocations					500,000.00	DACF	Transport	R.C.C
85	Insurance for Official Vehicles					20,000.00	DACF	Transport	R.C.C
86	Converting All Government Vehicle Number plates to GV Plates					5,000.00	DACF	Transport	R.C.C
87	Provide Protective Gear for Despatch Riders					5,000.00	DACF	Transport	R.C.C
	Sub Total					710,690.00			
	PROTOCOL								
88	Procure drinks for President lodging place					72,000.00	DACF	RCC	
89	Procure Toiletries					20,000.00	DACF	RCC	
90	Cooking Utensils and Serving Gear					80,000.00	DACF	RCC	

111	Prepare and submit Common Fund Cash Book Transcript					5,000.00	DACF	Accounts	All Departments/Units
112	Process GoG goods and services fund expenditure					4,000.00	DACF	Accounts	All Departments/Units
113	Generate Final Accounts for the Council and all Donor					1,000.00	DACF	Accounts	All Departments/Units
114	Funded Programmes (UNFPA, GrEEEn, gscsp ...etc)					3,000.00	DACF	Accounts	All Departments/Units
115	Procure Shivel Chairs					20,000.00	DACF	Accounts	Procurement
116	Procure 2 No. Steel Cabinet for office use					7,000.00	DACF	Accounts	Procurement
117	Procure 3 No. Calculators for office use					2,000.00	DACF	Accounts	Procurement
118	Procure Stationery					15,000.00	DACF	Accounts	Procurement
	Sub Total					57,000.00			
	LOCAL GOVERNMENT INSPECTORATE								
119	Monitor the performance of MMDAs of their assigned duties generally					10,000.00	DACF/IGF	Local Government Inspectorate Unit	RPCU
120	Training of Revenue Staff MMDAs					20,000.00	DACF/IGF	Local Government Inspectorate Unit	RCC/MMDAs
121	Meeting with Revenue Staff					5,000.00	DACF/IGF	Local Government Inspectorate Unit	RCC/MMDAs
	Sub Total					35,000.00			
	MIS								
122	Offer IT support service to staff					0.00		MIS	
123	Conduct an audit of IT Equipment					0.00		MIS	
124	Prepare and update inventory of IT Equipment					0.00		MIS	
125	Backup all data at the Council					0.00		MIS	
126	Obtain official email address for all staff at the office					0.00		MIS	
127	Manage the clock in device at the office					0.00		MIS	
128	Procure attendance management software to manage the clock in device.					3,000.00	DACF	Procurement	MIS
129	Implement Smart workplace app at the office					0.00		MIS	
130	Manage and update official website and social media platform					0.00	DACF	MIS	PRO
131	Upgrading and Renewal of website hosting, domain Name and Security of website of the Regional Co-ordinating Council					10,000.00	DACF	Procurement	MIS
132	Undertake HRMIS monitoring					2,900.00	DACF	HR	MIS

133	Train HR and IT Staff in the Region on the use of HRMIS.					17,200.00	DACF	HR	MIS
134	Procure 2No. External Drive					2,000.00	DACF	Procurement	MIS
135	Procure 1No. workstation PC					50,000.00	DACF	Procurement	MIS
136	Procure 3No. Laptops					30,000.00	DACF	Procurement	MIS
137	Procure 1No. Scanner					5,000.00	DACF	Procurement	MIS
138	Procure internet bundle					50,000.00	DACF/GOG	Procurement	MIS
139	Procure and installation of intercom and internet system at the office					30,000.00	DACF	Procurement	MIS
140	Procure 1No. Projector					10,000.00	DACF	Procurement	MIS
141	Procure 1No. Electronic Projector Screen					10,000.00	DACF	Procurement	MIS
142	Procure Antivirus for the office					4,800.00	DACF	Procurement	MIS
143	Procure 1No. steel cabinet					4,000.00	DACF	Procurement	MIS
144	Procure 1No. book shelve					4,000.00	DACF	Procurement	MIS
145	Procure 1No. Executive Swivel Chair					5,000.00	DACF	Procurement	MIS
146	Procure 2No. Swivel Chair					7,000.00	DACF	Procurement	MIS
147	Procure 1No. 2 IN 1 Workstation Desk					5,000.00	DACF	Procurement	MIS
	Sub Total					249,900.00			
	PROCUREMENT								
148	Procurement of Office Equipment					200,000.00	DACF	Procurement	
149	Procurement of 1 No. Motor Bike					100,000.00	DACF	Procurement	
150	Procurement of Generating Plant					300,000.00	DACF	Procurement	
151	Procurement of Furniture and Fixture					50,000.00	DACF	Procurement	
152	Procurement of 1No. 4X4 Pick Up					700,000.00	DACF	Procurement	
153	Maintenance of Office Equipment					200,000.00	DACF	Procurement	
154	Stationary					130,000.00	DACF	Procurement	
155	Cleaning Items					200,000.00	DACF	Procurement	
156	Entity Tender Committee Meetings					50,000.00	DACF	Procurement	
157	Capacity Building for Staff					40,000.00	DACF	Procurement	
158	Offloading					20,000.00	DACF	Procurement	
	Sub Total					1,990,000.00			
	ESTATE UNIT								
159	Fixing of Office and bungalow decals.					10,000.00	DACF	Estate Unit	

160	Embossment of newly acquired assets.				5,000.00	DACF	Estate Unit
161	Update of the Asset register				2,000.00	DACF	Estate Unit
162	Fix fire evacuation plan at advantageous points at the ARCC				2,000.00	DACF	Estate Unit
163	Naming and labeling of ARCC bungalows and offices for easy identification				2,000.00	DACF	Estate Unit
Sub Total					21,000.00		
GRAND TOTAL					9,056,079.60		